

**APPROVED 9/3/2002**

State of Texas  
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series  
Item #

5. Agency  
Item #

6. Records Series Title

7. RETENTION PERIOD  
Agency Storage Total

8. 9. 10. 11.  
Sec Arch Med Vital

12. Remarks

\_\_\_ ORIGINAL SUBMISSION  
\_\_\_ RECERTIFICATION  
\_\_\_ REPLACEMENT PAGE  
\_\_\_ ADDENDUM PAGE

823H - WHOLESALE DISTRIBUTORS OF DRUGS INCLUDING MANUFACTURING

2227	COLLAGEN DOCUMENTS		1+AC+AV		1+AC+AV	O		O		PAPER, ELECTRONIC; PAPER IS KEPT 1 YEAR, AC=WHEN PAPER SCANNED. AFTER SCANNING THE PAPER IS DESTROYED; ELECTRONIC IS RETAINED UNTIL AV, AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW.
3995	DRUG DISTRIBUTORS OUT OF BUSINESS (OOB) FILES	3			3	C		O		PAPER, ELECTRONIC; PAPER RETAINED 1 YEAR, THEN SCANNED AND DESTROYED; ELECTRONIC IS KEPT 2 MORE YEARS.
3999	DRUG DISTRIBUTORS COMPLAINTS - VALID	3			3	O		O		PAPER, ELECTRONIC; PAPER IS RETAINED FOR ONE YEAR, THEN SCANNED AND DESTROYED; ELECTRONIC IS KEPT TWO MORE YEARS
4000	DRUG DISTRIBUTORS COMPLAINTS - NOT VALID	3			3	C		O		PAPER, ELECTRONIC; PAPER IS RETAINED ONE YEAR, THEN SCANNED AND DESTROYED; ELECTRONIC IS KEPT TWO YEARS MORE.
4001	DRUG DISTRIBUTORS ADMINISTRATIVE PENALTY RECORDS		1+AC+AV		1+AC+AV	O		O		PAPER, ELECTRONIC; PAPER IS KEPT 1 YEAR, AC=WHEN PAPER SCANNED. AFTER SCANNING THE PAPER IS DESTROYED; ELECTRONIC IS RETAINED UNTIL AV, AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW.
4002	DRUG DISTRIBUTORS SPECIAL INVESTIGATION RECORDS		1+AC+AV		1+AC+AV	C		O		PAPER, ELECTRONIC; PAPER IS KEPT 1 YEAR, AC=WHEN PAPER SCANNED. AFTER SCANNING THE PAPER IS DESTROYED; ELECTRONIC IS RETAINED UNTIL AV, AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW.
4012	DRUG DISTRIBUTORS RELATED SAMPLES		AV		AV	O		O		RETAINED IN OM=ORIGINAL MEDIUM; AV=NEEDED FOR INVESTIGATIONS, LITIGATION
4897	DRUG DISTRIBUTORS INSPECTION REPORTS	3			3	C		O		PAPER, ELECTRONIC; PAPER RETAINED ONE YEAR, THEN SCANNED ON CD AND DESTROYED; ELECTRONIC RETAINED TWO MORE YEARS
4925	DRUG DISTRIBUTORS DETENTION REPORTS	3			3	C		O		PAPER, ELECTRONIC; PAPER RETAINED FOR ONE YEAR, THEN SCANNED AND DESTROYED, ELECTRONIC KEPT FOR TWO MORE YEARS.

RETENTION CODES (Field 7)

\* - All Audit Requirements Will Be Met  
AC - After Closed, Terminated, Completed, Expired, Settled  
AV - As Long As Administratively Valuable  
CE - Calendar Year End  
FE - Fiscal Year End  
LA - Life of Asset  
MO - Months  
PM - Permanent  
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper  
M - Microfilm  
C - Computer Print-Out  
E - Electronic  
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State  
I - Retain in Agency  
R - Review by State  
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record  
C - Confidential

VITAL CODES (Field 11)

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1.1.007	3997	DRUG DISTRIBUTORS-INVESTIGATIONAL CORRESPONDENCE - 1ST CLASS AND CERTIFIED	3		3	O	R	O	X	PAPER, ELECTRONIC; PAPER IS RETAINED ONE YEAR, THEN SCANNED AND DESTROYED; ELECTRONIC IS KEPT TWO YEARS LONGER. BECOMES PART OF THE INSPECTION REPORTS, SEE #4897.
1.1.007	3998	DRUG DISTRIBUTORS WARNING LETTERS	3		3	O	R	O	X	PAPER, ELECTRONIC; PAPER IS RETAINED ONE YEAR, THEN SCANNED AND DESTROYED; ELECTRONIC IS KEPT TWO YEARS LONGER. BECOMES PART OF THE INSPECTION REPORTS, SEE #4897.
1.1.048	4004	DRUG DISTRIBUTORS LEGAL RECORDS	AC+1+AV		AC+1+AV	O	R	O		PAPER, ELECTRONIC; PAPER KEPT AC+ONE YEAR, THEN SCANNED AND DESTROYED. ELECTRONIC IS RETAINED FOR THE REMAINDER OF RETENTION PERIOD. AC=AS APPLICABLE, DECISION OF AN AGENCY NOT TO FILE A LAWSUIT OR DECISION THAT A LAWSUIT WILL NOT BE FILED AGAINST IT ON A MATTER; DISMISSAL OF A LAWSUIT OF WANT OF PROSECUTION OR ON A MOTION OF THE PLAINTIFF; OR FINAL DECISION OF A COURT (OR OF A COURT ON APPEAL, IF APPLICABLE) IN A LAWSUIT. AV=NEEDED FOR REGULATORY ACTIVITIES AND REVIEW. COURT CASES INVOLVING DRUG DISTRIBUTORS & MANUFACTURERS CROSS- REFERENCE EACH OTHER. THE RETENTION IS BASED ON COURT REQUIREMENTS AND PUBLIC DEMAND FOR THE INFORMATION.
1.1.057	4010	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC
1.1.060	4014	PUBLIC HEARINGS RELATED AUDIO/VIDEO RECORDINGS	AC+90DA+AV		AC+90DA+AV	O		O		AUDIO & VIDEO; AC=OFFICIAL APPROVAL OF WRITTEN MINUTES OF THE MEETING BY THE GOVERNING BODY OF AN AGENCY. AV=NEEDED FOR REGULATORY ACTIVITIES AND REVIEW DUE TO THEIR RELEVANCE TO PUBLIC HEALTH

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1.1.062	4013	PUBLIC HEARING-RELATED DOCUMENTS	2+AV	2+AV	O	A	O	PAPER RETAINED TWO YEARS, THEN SCANNED ON CD AND PAPER DESTROYED. THE CD IS KEPT AV, AV=NEEDED FOR REGULATORY ACTIVITIES AND REVIEW. DUE TO THEIR RELEVANCE TO PUBLIC HEALTH, THESE RECORDS' RETENTION PERIOD MUST BE ASSESSED SO INFORMATION ON DRUG DISTRIBUTORS & MANUFACTURERS IS ACCESSIBLE.
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